



## Job Description

Title:	Project Officer (Educational Methods)
Location:	European Regional Office, Geneva
Responsible to:	Director of Educational Methods
Responsible for:	No current staff management functions

Internal Relations	<ul style="list-style-type: none"> <li>Regional Director and other staff of the European Regional Office</li> <li>Staff of the World Scout Bureau Central Office</li> <li>Staff of the other Regional Offices of the World Scout Bureau</li> <li>Chairperson, Vice-Chairperson and members of the Regional Scout Committee</li> <li>Representatives of the National Scout Organisations in Europe</li> </ul>
External Relations	<ul style="list-style-type: none"> <li>Staff and Committee members of the Europe Region WAGGGS</li> <li>NGOs and other youth organisations</li> <li>Professional bodies in the field of Educational Methods, particularly regarding human resource management</li> </ul>
Main tasks	<ul style="list-style-type: none"> <li>Supporting the Director of Educational Methods in providing advice, support, development and encouragement in the field of Educational Methods to member organisations chiefly at national level</li> <li>Management of such projects as agreed by the Director of Educational Methods to support member organisations to develop, review, implement and update their adult training systems, to promote the recognition of learning within Scouting, and to provide overviews on the pattern of training across Europe</li> <li>Providing input and reporting on the allocated projects and areas of responsibility within the Regional Scout Plan</li> <li>Supporting the Volunteering and Youth Empowerment Working Groups through organising meetings, providing secretarial services and expert input, to achieve the Regional Scout Plan</li> <li>Providing support in the organisation and functioning of the Educational Methods Core Team</li> <li>With colleagues from other Regions, providing an expert base to support their development in the area of Educational Methods</li> <li>Representation of Scouting, primarily European Scouting, but occasionally World Scouting at agreed forums and meetings</li> <li>Such other tasks as agreed with and by the Regional Director</li> </ul>
Anticipated outcomes	<ul style="list-style-type: none"> <li>Management of projects in the area of Educational Methods reaching the agreed results and measurable outcomes</li> <li>Effective support to the Working and Core Groups of the region in helping them attain the Regional Scout Plan</li> <li>Good sharing of research, reporting and wide dissemination in multiple media</li> </ul>

Requirements: As detailed in the attached Person Specification

February 2012